

RESPONSE OF
DEPUTY DIRECTOR (SUPPORT)
TO
INSPECTOR GENERAL'S SURVEY
OF THE
OFFICE OF LOGISTICS

IG RECOMMENDATION

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1	5	The Deputy Director (Support) instruct the Director of Logistics to choose promptly a full-fledged deputy from among Agency career employees and to delegate suitable responsibilities and authority to him.	CONCUR. Mr. became the Deputy Director of Logistics on 4 August 1961. 25X1A9A
2a	7	The Deputy Director (Plans) make a basic knowledge of logistic planning one of the requisites for appointment to key operational positions, and	DD/S CONCURS. DD/P NON-CONCURS on the basis that an officer qualified to fill a key operational position will more often than not have a basic knowledge of logistic planning; but, in any event, he can turn to an expert on the subject whose reason for being is, in fact, his specialized knowledge.
2b	7	The Director of Logistics select only top-caliber officers for detail to other parts of the Agency, relate his selections to the logistical problems involved, and develop a program for continuing liaison with these officers in their temporary assignments.	CONCUR. Will be done.
3a	10	The Deputy Director (Support) instruct the Director of Logistics to prepare plans for a semiautonomous division to include all routine Headquarters services, except printing, now performed by the Office of Logistics, and	CONCUR. Plan is in preparation. Final decision will be deferred until after the move to the new building.
3b	10	The Deputy Director (Support) consider adopting these plans after the new Agency building is occupied.	

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Administrative Staff

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| 4a | 12 | The Deputy Director (Support) authorize whatever flexibility is required in the Office of Logistics development complement to absorb logistics careerists returned after elimination of support positions in other Agency components, and | CONCUR IN PRINCIPLE. A proposal which would provide more flexibility is under consideration. |
| 4b | 13 | The Deputy Director (Plans) instruct chiefs of major components to consult with the Office of Logistics six months in advance when it is contemplated that they will delete logistics positions, and in all cases to include these changes in the career staffing authorization planning paper for each fiscal year. | DD/S and DD/P CONCUR. |
| 5 | 16 | The Director of Training increase the emphasis on logistics, especially as applied to station and project management, in the Junior Officer Training Program and in general orientation courses. | CONCUR IN PRINCIPLE. |
| 6 | 18 | The Agency Top Secret Control Officer study the applicability of Form 1225 to other parts of the Agency and either promote its general use or inform the Office of Logistics that it should be redesignated as an internal Logistics record. | CONCUR. Will be done. (Currently under study by the Agency Top Secret Control Officer.) |
| 7 | 19 | The Chief, Operational Services, DD/P, authorize the Records and Services Branch, Office of Logistics, to receive such directories as may be necessary to assure accurate addressing of correspondence. | DD/S and DD/P CONCUR IN PRINCIPLE. Appropriate steps have been taken. |
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| 8a | 24 | The Director of Logistics cause the records of all GS-5 and GS-6 couriers to be reviewed annually for the purpose of placing these individuals in another component of Logistics if they are qualified and a vacancy exists. | CONCUR. Being done. |

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8b	24	The Chief, Administrative Staff, Office of Logistics, encourage and assist the progression of senior couriers in the Mail and Courier Branch, Office of Logistics, to courier positions of higher grade elsewhere in the Agency.	CONCUR. Being done.
9	27	The Director of Logistics ask the Comptroller to assign an additional experienced fiscal clerk to the Budget and Fiscal Branch to help control property procurement allotment accounts.	CONCUR. Being done.
10	28	The Director of Personnel consult the supervisors of all graphics units in the Agency and arrange to have qualified technicians considered for vacancies regardless of their career designations.	CONCUR in need to overcome barriers to mobility of such specialists within the Agency Remedial measures are in process in the Office of Personnel.
<u>Planning Staff</u>			
11	29	The Director of Logistics promptly issue a revised statement of organization and functions of the Planning Staff.	CONCUR. Done. A revised statement was issued on 17 July 1961.
12a	30	The Director of Logistics provide for continuity of experience in the Planning Staff.	CONCUR. Will be done.
12b	30	The Director of Logistics select career employees who hold promise as professional logistics planning and programming officers and arrange special training for them within or without the Agency.	CONCUR. Will be done.
13a	34	The Deputy Director (Plans) provide the Deputy Director (Support) forward guidance at least annually on the general operational activities foreseen on a global basis by area and, as significant, by country.	DD/S and DD/P CONCUR IN PRINCIPLE.

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13b	34	The Director of Logistics ask the Deputy Director (Plans) to provide additional guidance on prospects for operational activity on specified areas or countries as is found essential in forward logistics programming.	DD/S and DD/P CONCUR IN PRINCIPLE.
13c	35	The Deputy Director (Plans) and Deputy Director (Support) approve and encourage direct informal exchange of information for logistic plans and concepts between the Planning Staff, Office of Logistics, and DD/P components.	DD/S and DD/P CONCUR IN PRINCIPLE.
13d	35	The Director of Logistics and the chief of each area division jointly develop a statement of duties and responsibilities for the senior logistics officer of each division, including his role in the development of logistics plans and programs.	CONCUR. Will endeavor to do.
14	37	The Deputy Director (Support) and the Deputy Director (Plans) appoint representatives to explore the problem of compatibility of Agency logistic systems and report within 30 days their determinations in regard to the probable value of a detailed survey.	NONCONCUR at present. This recommendation will be reconsidered as soon as the Planning Staff of the Office of Logistics completes its current study of Agency logistics systems.
<u>Security Staff</u>			
15	41	The Deputy Director (Support) instruct the Directors of Security and Logistics to pursue the study of Agency industrial security standards as compared with those of the Department of Defense, in order to realize any savings possible without compromising security.	CONCUR. Target date for completion of study is 30 November 1961.
16	42	The Director of Logistics authorize officers dealing with contractors, such as members of his Security Staff, to claim reimbursement for reasonable entertainment costs incurred as a direct result of their official duties.	NONCONCUR. Such reimbursement would be inconsistent with the intent of paragraph 5.(a), of Executive Order 10939 ¹ and with general practices throughout the Government. 1/ 5 May 1961, Subject. "To Provide a Guide on Ethical Standards to Government Officials"

IG RECOMMENDATIONDD/S RESPONSENo. Page Security Staff (Cont'd)

17 42 The Director of Logistics temporarily assign another clerk-typist to the Security Staff, and instruct the Chief, Security Staff, and the Chief, Records and Services Unit, to determine whether more of the staff's internal records can be kept in rough draft or handwritten form.

CONCUR. Done.

16 43 The Deputy Director (Support) reissue
STAT Agency Notice [] and the Deputy
Director (Intelligence) call it to the
attention of employees under his juris-
diction.

CONCUR. Will be done.

19a 45 The Deputy Director (Support) revise
STAT [] so as to authorize the Director
of Logistics to delegate classified con-
tract security inspections, at his
discretion, to qualified security offi-
cers of other Agency components, and

CONCUR. Will be done.

19b 45 The Deputy Director (Plans) revise
STAT [] so as to acknowledge the Director
of Logistics' basic responsibility for
the security of contracts let through his
office and require any DD/P component
making delegated inspections to channel
its security reports and recommendations
through the Security Staff, Office of
Logistics.

DD/S and DD/P CONCUR. Will
be done.

Procurement Division

20 50 The Director of Logistics promptly
designate a deputy chief with appropriate
responsibilities for the full range of
Procurement Division activities, re-
designate the positions of deputy for con-
tracts and deputy for purchases as chiefs
of a Contract Branch and a Purchasing
Branch, respectively, and redesignate the
subordinate units as sections rather than
branches.

CONCUR. A new organization
proposal is being processed.

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21a	51	The Director of Logistics promptly review assignments made on an acting basis in the Procurement Division and convert all to regular assignments except those which can be clearly identified as necessary for short and specific intervals.	CONCUR. Done.
21b	51	The Director of Logistics regulate the assignment of key personnel in the Procurement Division so as to provide continuity in management.	CONCUR. Done.
22a	55	The Deputy Directors confirm to the chiefs of their subordinate components their responsibility for the security, cost and public relations aspects of visits to contractors and potential contractors, and	DD/S, DD/I and DD/P CONCUR. Will be done.
22b	55	The Deputy Directors direct the chiefs of their subordinate components to report to the Director of Logistics any significant developments in the Agency's relations with contractors or potential contractors.	DD/S, DD/I and DD/P CONCUR. Will be done.
23	57	The Deputy Directors authorize periodic reviews of direct procurement activities of components under their jurisdiction and the Director of Logistics assume responsibility for the periodic reviews as specified from time to time by the Deputy Director (Support).	DD/S, DD/I and DD/P CONCUR. Will be done.
24	61	The Director of Logistics consider microfilming the locator and vendor file as part of his vital documents program.	NONCONCUR. We do not consider the information on these cards to be in the vital records category.
25	64	The Director of Logistics increase the size of the General Purchases Branch imprest fund and extend the limitation on expenditures to purchases up to \$100.	CONCUR. Approval has been requested from the Treasury Department under whose regulations this imprest fund is administered.

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26 74 The Deputy Director (Plans) direct the area divisions to coordinate and review jointly with the Covert Action Staff and the Office of Logistics all [] requirements and deadlines affecting the procurement of equipment from the military services, prior to sending a formal request for support to the Director of Logistics.

DD/S and DD/P CONCUR.
Will be done.

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27 83 The Director of Logistics direct the separation of the contract termination and settlement function from the contract administration function, in fact as well as in theory; clearly identify the individual who carries the primary responsibility for termination and settlement as section chief; and provide a GS grade commensurate with the responsibility.

Will be considered with
Recommendation #20.

28 85 The Director of Logistics assign the Procurement Division's responsibility for Agency-owned equipment to the unit now termed the Inspection Branch.

Will be considered with
Recommendation #20.

STAT 29 87 The Deputy Director (Support) supplement [] with an agreement recognizing the right of technical components such as the Office of Communications and TSD to perform their own technical inspections and assigning to the Director of Logistics only a monitoring and recording function in such cases.

NONCONCUR. We recognize the need for joint development of inspection procedures with Agency technical components authorized to perform their own technical contract inspections. However, to assure sound contract procurement practices, we believe such delegations should continue to be made on an ad hoc basis.

[] affords adequate flexibility for the Director of Logistics to delegate authority for technical inspection of contract procurement performance.

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30	90	The Director of Logistics establish in the Inspection Branch a GS-11 position for a materials expeditor and fill it by transferring an experienced Logistics careerist with a general technical background.	Will be considered with Recommendation #20.
31	90	The Director of Logistics issue revised instructions of the functions and organization of the unit now termed the Inspection Branch.	Will be considered with Recommendation #20.
32a	97	The Director of Logistics redesignate the Special Projects Staff as Special Projects Branch of the Procurement Division, and direct the chief of that division to assume responsibility for it.	Will be considered with Recommendation #20.
32b	97	The Director of Logistics limit his personal participation to policy matters and policy contacts.	CONCUR. Will be done.
32c	97	The Chief, Procurement Division, direct the Chief of the Special Projects Branch to:	CONCUR. Will be done.
		(1) Prepare periodic status reports covering all phases of the Special Projects activities.	
		(2) Arrange for periodic inspection of facilities and methods by the Chief, Security Staff, Office of Logistics.	
		(3) Arrange for a survey of the records and filing system by the Chief, Records and Services Branch.	
		(4) Brief the representative of the Office of the General Counsel assigned to the Office of Logistics on Special Projects Branch activities and consult with him on matters of interest to the Office of the General Counsel.	

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